GENERAL NATURE OF POSITION:

The ideal candidate will provide leadership for pursuit of grants and oversight of sponsored programs in alignment with San Jose State University and San Jose State University Research Foundation’s mission and strategic plan. The Director will take a strategic approach to increase institutional efforts to obtain external funding through grants, contracts, and other commercial sources. The Director is responsible for the administration and management of the Sponsored Programs department ensuring compliance with all federal administrative requirements and costing principles, state regulations, grantor restrictions, and Research Foundation’s fiscal policies. The Director supervises, among others, two associate directors concerning issues related to externally-sponsored research activities and affiliated contractual requirements, and manages a $2.2 million department budget. The Director is also responsible for establishing and maintaining effective working relationships and communications with internal and external customers, including University senior management, faculty, and community partners.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Lead, direct and oversee the Research Foundation’s Research Programs in keeping with the needs and competencies of the institution, and manage a department operating budget of approximately $2.2 million. Efforts include implementing or modifying existing procedures to increase efficiencies, overseeing the development and writing processes for grants and contracts, and providing leadership and oversight to associate directors in grant and sponsored program activities.

Participate with senior administration in the development of policies to promote grants and contracts that support the University’s objectives. Create and foster an environment of support for the University research community by developing strategic plans and implementing programs to increase external funding and contract support for faculty.

Provide financial and administrative oversight for approximately $50 million in direct and indirect revenues for contracts and grants. Ensure proper financial and other institutional reporting. Establish and maintain effective communications and cooperative working relationships with University administrators, faculty, staff, federal, state and private agencies and community partners.

Administer and interpret applicable federal and state laws and regulations, including agency guidelines for grants management and sponsored research including NSF, US DOE, NIH, NEA and NEH and knowledge of circular A-133. Oversee intellectual property management processes related to patents, copyrights, trademarks, and other technology transfer and licensing issues.

Guide Information Services in identifying funding sources and opportunities for faculty. Supervise preparation of reports and studies regarding opportunities for external funding for research, review criteria and funding targets for proposal activity. Develop and supervise preparation of management reports, as needed.
Participate in professional conferences or meetings, as appropriate. Serve on University committees as appropriate or required.

Perform other duties, as assigned.

INTERPERSONAL CONTACTS:
Reports to the Executive Director of the Research Foundation.

Regularly and frequently interacts with AVP of Graduate Studies and Research, Provost, College Deans, Department Chairs, faculty, other university personnel, and sponsor agencies.

QUALIFICATIONS:

Education and Experience
- Bachelor’s degree in related field or equivalent; advanced degree desired.
- Minimum ten years’ experience in pre and post-award activity; familiarity with issues of research compliance; knowledge of federal agency practices, regulations and policies.
- Evidence of leadership success in comparable situations and of ability to manage budgets effectively.

Knowledge, Skills and Abilities required
- Thorough knowledge and understanding of research administration, government relations and principles applicable to contracts and grants.
- Demonstrated excellent communication skills, oral, written, and presentation.
- Excellent interpersonal skills to develop and maintain cooperative and productive working relationships with colleagues, senior administration, faculty, and representatives of various organizations and agencies.
- Ability to cultivate and maintain positive working relationships with external sponsor agencies.
- Ability to prioritize tasks, work independently, maintain confidentiality, and demonstrate initiative to suggest and implement “best practices” in all current operations.
- Ability to work in an unusually fast pace environment, and handle multiple deadlines and tasks with diplomacy under pressure.
- Excellent judgment, independent creative problem solving skills.
- Accuracy in the development of complex multiyear budgets.
- Experience in commercial or industry-related grants and contracts is highly desirable.
- Knowledge of IP and licensing processes also highly desirable.

Physical Requirement
- Must be able to operate a PC including mouse and keyboard.
- Must be able to operate general office equipment.
- Must be able to sit for extended periods of time.
- Visual acuity associated with concentrated computer use.
- Must be available to travel on an occasional basis.

Complexity of Duties
- Works on a variety of problems of complex scope where analysis of data or solutions requires an evaluation of intangible, variance factors. Exercises independent judgment in developing methods and evaluating criteria for achieved results.
- Must be able to act on critical issues in an independent manner.
- Erroneous decisions or recommendations, or failure to obtain appropriate results would cause serious costs, adversely impact personnel and operations as well as programs.

SUPERVISORY RESPONSIBILITIES:
Manages at least two direct reports, and provides oversight to approximately eighteen staff members in the Sponsored Programs department.

APPLICATION PROCEDURE
To apply for this position, you may submit a letter of interest and a resume or an application. An application and other information may be obtained from the Research Foundation’s Human Resources Department, through the Research Foundation’s web site at foundation-jobs@sjsu.edu or in person by visiting the Foundation, located at 210 North 4th Street, 4th Floor, San Jose, CA (corner of St. James and North 4th Streets). An application will be required for those interviewed.

San Jose State University Research Foundation
Attn: HR/Job Code DIR RSC
210 North 4th Street
San Jose, CA 95112
E-mail: foundation-jobs@sjsu.edu

Research Foundation employment is separate and distinct from San Jose State University or State of California employment. Research Foundation employees are not employees of either SJSU or of the state of California.

The San Jose State University Research Foundation (SJSURF) is a non-profit auxiliary of San Jose State University. SJSURF is totally self-supported. The majority of the organization’s funding comes from the federal government, and other public and private entities. With annual revenues totaling over $65 million, programs managed through SJSURF cover a rich diversity of applied research, public services, and educational related activities.

SAN JOSE STATE UNIVERSITY RESEARCH FOUNDATION
The San Jose State University Research Foundation is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, sex, age, national origin or disability.

The SJSURF has implemented California State University Executive Order 1083 (http://www.calstate.edu/ez/EO-1083.pdf). By policy, all SJSURF employees are mandated reporters for suspected child abuse or neglect and are expected to undergo formal training in accordance with the directives of the Executive Order.

The SJSURF has also implemented California State University Policy Memorandum HR 2015 – 08 (http://www.calstate.edu/HRAdm/pdf2015/HR2015-08.pdf).

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the SJSURF. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current SJSURF employees who apply for the position.